



CITY OF BROOKLYN

7619 Memphis Avenue, Brooklyn, OH 44144
Phone 216-351-2133 Fax 216-351-5800

DONATION BOX APPLICATION

NEW OR RENEWAL (CIRCLE ONE)

ANNUAL FEE: \$50.00

PROPOSED PROPERTY ADDRESS WHERE BOX TO BE LOCATED: (ONLY ONE BOX PER PARCEL)

Address: _____

Business at that location: _____

Property Parcel Number (PP#): _____ # of boxes on property: _____

Size of Bins: Height _____ Depth _____ Footprint Area _____

ORGANIZATION INFO/BOX OWNER:

Organization Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Company Phone: _____ Cell Phone: _____

E-Mail: _____ Fed Tax Exempt Id #: _____

APPLICANT/PERSON RESPONSIBLE FOR BOX MAINTENANCE:

Last Name: _____ First Name: _____

Emergency Contact Person _____ Phone # _____

Signature of Applicant: _____ Date: _____

Pick up day and Maintenance schedule: _____

PROPERTY OWNER (SITE HOST) INFO:

Property Owner Last Name: _____ First Name: _____

Property Owner Address: _____

City: _____ State: _____ Zip: _____ Company Phone: _____

Cell Phone: _____ E-Mail: _____

Signature of Property Owner: _____ Date: _____

Must be submitted with application:

- ☐ Site plan drawing showing the location of each donation box to be placed
- ☐ Tax exempt certificate 501(c)(3)
- ☐ Written Authorization of Property Owner for placement of donation box

Regulations Set by City of Brooklyn Codified Ordinance Chapter 731 Donation Boxes. A permit is valid from the date of issuance through December 31 of each year, is not transferable, and does not automatically renew. Any donation box placed or maintained in the City that is not permitted by the City, and any donated items left outside a donation box, shall be subject to impoundment by the City. If impounded, a donation box and donated items may be released to the owner upon the payment of an impound fee established by Council. If impounded for more than thirty days, a donation box and donated items may be sold for scrap or otherwise disposed of by the City. The permit issued for any donation box may be revoked, after reasonable notice is attempted to be given to the donation box owner, if the donation box is placed or maintained in violation of this chapter. Whoever violates any provision of this chapter is guilty of a minor misdemeanor for a first offense, and for a second or subsequent offense, shall be guilty of a misdemeanor of the fourth degree.